

Office of Student Life  
Suite 213, Smith-Brown Memorial Student Union  
P.O. Box 13405  
Baton Rouge, LA 70813



Phone: (225) 771-3922  
Email: [studentaffairs@subr.edu](mailto:studentaffairs@subr.edu)  
Web: [www.subr.edu/homecoming](http://www.subr.edu/homecoming)

# 2017 HOMECOMING PARADE ENTRY FORM

Saturday, October 7, 2017 at 8:00am

## THEME: SOUTHERN HOT 103: BREAKING RECORDS: TOPPING THE CHARTS

PARADE ENTRY FEE (non-refundable) must be paid in **Cashier's Check or Money Order**  
**ONLY** Made payable to: Southern University System Foundation

### ENTRY INFORMATION

Name of Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Number of Years of Organization Existence: \_\_\_\_\_

Purpose of Organization: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How has your organization impacted Southern University? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### ENTRY TYPE & FEE

#### PLEASE CIRCLE ONE:

Campus Organization (FREE)      Float (\$300)      Car/Truck (\$300)      Equestrian (\$300)

Motorcycle (\$300)      Marching/Walking (\$300)      Marching/Walking-with Vehicle for Music (\$400)      High School Marching Band (FREE)

Other: \_\_\_\_\_

Entry Description (#of riders/members, car (make, model, color), etc.: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### SUBMISSION INFORMATION

**DEADLINE (COMPLETE PACKETS): SEPTEMBER 22, 2017 AT 5:00PM**  
**Or UNTIL ENTRIES ARE FILLED**

Entry forms (with fee and supporting documents) must be submitted in one packet to: Southern University • Division of Student Affairs • Suite 213, Smith-Brown Memorial Student Union • PO Box 13405 • Baton Rouge, LA 70813 • Fax: (225) 771-2202 • Email: [studentaffairs@subr.edu](mailto:studentaffairs@subr.edu). For more information, call: (225) 771-3922

#### INCOMPLETE PARADE ENTRY FORMS WILL BE DISQUALIFIED

Please read the Homecoming Parade Rules and Regulations and sign the signature page. The signature page and other supporting documents must accompany the parade entry form.

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### REFUND POLICY

Parade All payments are final and there are no refunds for entry fees. Unfortunately weather plays a huge role in the success of the parade. In order to produce a quality parade, many expenses are obligated "rain or shine." For this reason if the parade is cancelled due to weather we will not be able to refund entry fees. Any excess funds that result from a weather cancellation will be set aside (and under the review of the Vice Chancellor for Student Affairs) to help fund future parades. Returning entrants will still be required to pay the full entry fee again the following year.

### PARTICIPANT CERTIFICATION

Parade entrants are required to sign this document. Entries received without this certification will not be allowed to participate in the parade. Also note that the Office of Student Life will only communicate parade information to organizations via the official contact person listed on the parade entry form.

By signing this document, I/We agree to abide by all the rules set forth by Southern University and A&M College. I/We understand that parade participants engaging in behavior outlined in the parade rules and conduct will result in immediate dismissal from the Homecoming Parade and I/We will forfeit our parade entry fee. I/We also understand that there is no refund of entry fees, no matter the circumstance.

Group/Organization Name: \_\_\_\_\_

Group/Organization Representative: \_\_\_\_\_

(Signature of) Representative

Date

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**PARTICIPANT CERTIFICATION:** Parade entrants are required to sign this document. Entries received without this certification will not be allowed to participate in the parade. Also, note that the Office of Student Life will only communicate parade information to organizations via the official contact person listed on the parade entry form. By signing this document I/We agree to abide by all the rules set forth by Southern University and A&M College. I/We understand that parade participants engaging in behavior outlined in the parade rules and conduct will result in immediate dismissal from the Homecoming Parade with the possibility of not being able to return in following years and I/We will forfeit our parade entry fee. I/We also understand that there is no refund of entry fees no matter the circumstance.

Group/Organization Name: \_\_\_\_\_ Group/Organization Representative: \_\_\_\_\_

Signature of Representative: \_\_\_\_\_ Date: \_\_\_\_\_



## RULES AND REGULATIONS:

The submission of a parade entry form and fee does not guarantee a spot in the parade line-up. Applications are accepted on a first-come, first-serve basis for the available slots and applications are reviewed as they are received. There are a limited numbers of slots available for all entry types, i.e. walking groups, bands, floats, horse groups. Once the specified number of slots are filled for entry types, additional entries will be added to the parade waitlist. All entrants will be notified of their entry status (accepted or placed on the waitlist) within one week of the date the entry packet was received, or no later than one week after the entry deadline (for entrants that were placed on the waitlist). In accordance with city ordinances and for the safety of our spectators and parade participants, all parade participants must abide by the following rules and regulations:

- An entry includes 1 unit (i.e. 1 float or 1 band or 1 car or 1 dancing group).
  - No additional vehicles, including, but not limited to cars, vans, scooters and marchers will be allowed to accompany registered units. The only exception to this is vehicles pulling floats. Support personnel walking with the entry should be dressed to compliment and/or coordinate with the entry.
  - Vehicles playing music are not allowed to accompany units.
- Mobile units must be decorated and marching units must be in uniform before entering the parade line-up area.
- Entries, such as floats, should be no higher than 14 feet for clearance of utility lines.
- Drivers must have an unobstructed view of the road.
- All drivers must possess a valid motor vehicle operator's license and be adequately trained to drive their assigned entries.
- The consumption of alcoholic beverages and usage of drugs are prohibited during the parade, this includes in the parade line-up area.
  - All parade participants and their units are subject to random searches for drugs and alcohol the day of the parade.
- Candy or souvenirs must not be thrown until the parade begins.
  - Participants must have a sufficient amount of candy or souvenirs to disburse in proportions throughout the duration of the parade.
- For children:
  - Children are not permitted to sit atop cars.
  - Chaperones must accompany children at all times.
  - Beware of children along the parade route as they may run and jump for candy. Kids are likely to approach mobile units without regard to safety.
- Individuals are not allowed to jump on or off moving units at any time nor should individuals hang onto moving units. Spectators from the crowd are not allowed to join the parade line-up.
- All parade participants must conduct themselves in an acceptable and respectable manner.
- Music with vulgar language is prohibited.
- The selling of food, drinks, and other items is prohibited.
- Socially acceptable attire must be worn during the parade.
- For safety reasons, water in any form (water guns, cannons, water balloons, hoses, or similar devices) is prohibited.
- For equestrian units:
  - Entry forms must be submitted in person, as there is a mandatory verification of the ORIGINAL "Equine Infectious Anemia Laboratory Test" that must be approved by the Southern University Agricultural Research and Extension Center. This verification must be done in person at the Ag Center before entry forms can be submitted. The test must be verified for every animal that you are seeking to enter into the parade.
    - To set up an appointment for verification, please contact Christie Monroe by phone at, (225) 771-4350, or via email, [christie\\_monroe@suagcenter.com](mailto:christie_monroe@suagcenter.com).



- After verification, forms are to be submitted to the Office of Student Life.
- Please see additional requirements for equestrian groups.
- Persons with floats are to move their units to an acceptable off-campus site following the parade. Units cannot be left on the Southern University campus, Exxon property, or Scenic Highway.
- Parade entries do not include football game tickets.
- Only Southern University and A&M College departments/units, registered Southern University and A&M College student organizations, as well as high school marching bands are exempt from the parade entry fee. There are no exceptions and all other entrants must pay the required fee.

Failure to comply with these rules and regulations will prohibit parade participation and/or abrupt dismissal from the parade line-up. Participants are expected to be on time for the line-up which begins at 6:00am on Saturday, October 4, 2014. Please be advised that entries to the line-up will close at 7:30am. Late arrivals to the parade line-up will not be permitted to join the line-up. No refunds will be given.

There will be a mandatory pre-parade meeting **Thursday, September 29, 2017 at the Smith-Brown Memorial Union Cotillion Ballroom at 5:00pm**. All entries must have a responsible representative at the meeting or the entry will not be allowed in the parade. The purpose of this meeting is to help prevent misunderstandings by reviewing all guidelines and answering questions. A full roster of all participants (i.e. walkers, individuals riding horses or floats) must be submitted to the Office of Student Life by the scheduled participant meeting on September 29, 2017. Individuals not on the unit roster the day of the parade will not be allowed to participate.

### **Homecoming Parade Equestrian Unit Requirements**

In addition to the rules and regulations set forth by the Office of Student Life, equestrian units must also abide by the following:

- Southern University Agricultural Resource and Extension Center staff and police officers will be available to assist you on the day of the parade.
- Equestrian units are limited to 10 riders per group.
- During parade line-up, equestrian units will be delegated to one general area, and must remain in the designated area until directed to line up. Horses must remain clear of streets.
- Equestrian units will be subject to random animal verifications the day of the parade.
- All equestrian unit riders are expected to cooperate with the parade staff and the police.
- All equestrian unit participants must be registered.
  - Approved riders will be given arm bands which must be worn for the duration of the parade, all others will not be allowed to participate.
- All riders under 18 must be accompanied by a parent or legal guardian.
- Riders must ride in columns of two (2).
- No more than one rider per horse.
- All horses should be fit and in sound condition. Animals that appear sick or underfed will not be allowed.
- No motorized vehicles (ATVs, motorbike, mopeds, golf carts, motorcycles) or bicycles are allowed on the parade route.
- All equestrian units must be bagged or units must provide a person to pick up animal waste along the route.

### **Homecoming Parade Judging Criteria**

All entries are judged during the parade. All units are required to stop in front of the judges stand for at least 30 seconds, but no longer than 1 minute. Float entries include trailers being pulled by a vehicle or flatbed trucks. Standard decorated trucks are not considered floats. Entries must be decorated according to the Homecoming theme. Entries will be awarded 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> place in the below categories.

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### **Entry Categories**

High School Marching Bands  
Equestrian Units  
Marching/Walking Units (Off-campus)  
Marching/Walking Units (Campus)  
Best Decorated Float (Off-campus)  
Best Decorated Float (Campus)  
Best Decorated Car/Truck/Other (Off-campus)  
Best Decorated Car/Truck/Other (Campus)

### **Judging criteria is as follows:**

Entry categories are judged on a scale of 0-5, where 0=Poor and 5=Superior. Entries are rated based on the following criteria:

#### **High School Marching Bands and Marching/Walking Units**

Showmanship  
Performance  
Precision  
Appearance  
Volume

#### **Equestrian Units**

Uniqueness  
Formation  
Performance  
Horse Appearance  
Rider Appearance

#### **Floats and Other Types**

Homecoming Slogan  
Homecoming Theme  
School Colors  
Creativity  
Appearance

### **Submission Information**

Entries are not complete and parade spots are not guaranteed until the full payment of the entry fee has been received. Completed parade entry forms, signed parade rules and regulations certification, and other supporting documentation must be submitted in ONE packet no later than September 22, 2017 at 5pm to:

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